



# UNITED KINGDOM

## 1. General

a. The North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) and the British Visiting Forces Act 1953 are the basis for Local National (LN) employment in the United Kingdom (UK).

b. Direct Hire Employment is based on the exchange of letters between the British Ministry of Defense and HQ, U.S. Army COMZEUR, December 1966. In essence, this agreement allows the U.S. Army to function as a direct employer in the UK, observing British labor law in so far as practicable with employment conditions based on local prevailing practices.

c. Specific conditions of employment and rates of pay are established unilaterally by U.S. Forces based on surveys conducted by the Joint Civilian Personnel Committee (JCPC) for the UK. The decisions of the JCPC are issued as resolutions in minutes of the committee and are implemented by direction of each of the forces.

d. Strikes by LN employees are allowed under the same conditions existing in the British government and private sectors.

e. References at the end of the sub-sections below pertain to the respective sections in the "Administration of Local National Direct Hire Civilian Employees in the United Kingdom" manual.

## 2. Employment Conditions

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|------------------------------------|--|
| <b>a. Regular Work Hours</b>       | The basic workweek is 39 hours for catering, retail and works employees and 37.5 hours for staff employees. (Chapter 6, 6.3)   |
| <b>b. Probationary Period</b>      | The probationary period for all employees is six months. (Chapter 2.8)   |
| <b>c. Separation Notice Period</b> | <p>The separation notice periods for employees are:</p> <ul style="list-style-type: none"><li>- Probationary period - termination without notice during the first month</li><li>- Continuous service of at least one month, but less than two years = seven calendar days</li><li>- Continuous service of at least two years, but less than three years = two weeks</li><li>- Continuous service of at least three years, but less than four years = three weeks</li></ul> |

- Continuous service over three years = three weeks plus one extra week for each additional complete year of service after three years up to a maximum of 12 weeks notice for 12 or more years of service. (Chapter 8.15)

### **3. Pay Entitlements**

**a. Regular Earnings** Are in accordance with pay schedules published by the Joint Civilian Personnel Committee.

#### **b. Bonuses, Pay Supplements and Allowances**

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|--------------------------------|--|
| <b>(1) Overtime Pay</b>        | Time and a half is paid for overtime performed on a work day or first rest day (normally Saturday); double time for overtime worked on the second rest day (normally Sunday). (Chapters 4.18.2 and 6.4)  |
| <b>(2) Night Work</b>          | A supplement of 25% is paid to employees who are required to work between the hours of 2100 and 0600. (Chapters 4.18.3 and 6.5)  |
| <b>(3) Sunday or Rest Day</b>  | Premium pay for work performed on a Sunday or the rest day in lieu of Sunday, neither of which are part of the regularly scheduled workday, will be computed at 200% of the basic rate for all qualifying work.                                  |
| <b>(3) Standby Allowance</b>   | An amount of £ 16.00 per day is paid for each day on which an employee is required to be available to report back for duty.  |
| <b>(4) Call back Allowance</b> | Three hours straight time pay plus overtime pay for the hours actually worked are paid when employees are called back to work after having completed their regularly scheduled work shift or on a day when work was not scheduled. (Chapter 6.6) |
| <b>(5) Shift Allowance</b>     | An amount of 15% of the basic weekly rate is paid to employees who are required to perform rotating shift work. (Chapters 4.18.6 and 6.9)  |
| <b>(6) Relocation Benefits</b> | Are paid when an employee is required to relocate at the direction of the U.S. Forces. Benefits are the same as those granted to U.S. citizens living within the continental United States (i.e., in accordance with JTR Volume II).             |

#### 4. Benefits and Allowances

##### a. Pension and Life Assurance

Each of the forces operates a pension and life assurance scheme, which is supplemental to National Insurance. Basic pension is 1/60<sup>th</sup> of salary for each year of service. Life assurance is three times the annual salary. Employee contribution is 5% of salary; the employer's contribution is currently 19.4% of salary.

##### b. Health Insurance

Employees are covered by British Government national health insurance. Contribution rates are 11% of pay by the employee and between 3.5% and 12.8% by the employer. National insurance covers sickness payment is a standard payment of £ 68.20 per week and is subject to change with the Retail Index regarding inflation. unemployment pay (£ 44.05 per week if aged 18 - 24 years and £ 55 per week for 25 years and over).

#### 5. Leave Entitlements

##### a. Annual Leave

Is granted to employees as follows:

	<u>Workdays</u>	
	<u>Catering</u>	<u>Staff, works</u>
less than five yrs service	22	25
Five but less than 10 yrs service	23	26
10 but less than 15 yrs service	24	27
15 but less than 20 yrs service	25	28
20 but less than 25 yrs service	26	29
more than 25 yrs service	27	30

(Chapter 5)

##### b. Administrative Leave

Is granted for varying circumstances and, depending on the circumstance, for between the time absolutely necessary and up to three days. Situations for which administrative leave is granted are: death of an immediate relative, voting in political elections and blood donations. (Chapter 5.7)

##### c. Sick Leave

Is accrued at a rate of 13 days per year. Deserving employees may be granted up to 90 calendar days of special sick leave in any 12-month period. Employees with five or more years continuous service may be granted an additional 90 days in case of catastrophic illness. (Chapter 5.3)

**d. Maternity Leave**

Ordinary maternity leave is granted for twenty six weeks. Administrative leave is granted for the first six weeks of absence.

**e. Military Leave**

Members of the reserve components of the British Armed Forces may be granted up to 15 calendar days in any one year for annual training.

**6. Legal Holidays**

There are eight legal holidays in the UK. In addition 4 July, a privileged holiday, is granted to all British employees of the U.S. Forces. When a holiday falls on a non-work day, the following workday is treated as the holiday. (Chapter 6.14)

**7. Pay Protection**

Employees who have completed the initial trial period and who are changed to lower grade through no fault of their own will have their pay protected as follows:

The new rate may be no less than the rate earned before the change to lower grade - if the former rate falls between two step rates of the new grade, the employee will be entitled to the higher step. If the highest step in the new grade is less than the former rate, the employee will be placed on pay retention and will continue to receive the former rate. While on pay retention an employee will receive 50% of the general pay adjustment for the top step of the new grade. Pay retention ceases when an employee:

(a) becomes entitled to a scheduled rate at or above the retained rate;

(b) is promoted to the former or a higher grade;

(c) refuses a promotion offer to the former or a higher grade; or

(d) voluntarily ("for own convenience") moves to another position.

**8. Indemnity**

All employees are entitled to a redundancy payment in accordance with the Employment Rights Act 1996. The amount of redundancy pay depends on the length of service subject to a minimum of two years service and a maximum of 20 years service. Redundancy payments are limited to a maximum of 30 weeks of pay at a maximum weekly pay of £ 280 as of 1 February 2005 and is subject

to changes with the retail Index regarding inflation. Those employees whose continuous employment began on 6 January 1996 or earlier are entitled to a contractual enhanced redundancy payment as follows:

- Two and half weeks pay for service between age 19 and 22
- Three weeks pay for service between age 22 and 41
- Three and half weeks pay for service after age 41
- no limit on maximum number of weeks of pay
- no cap applied to weekly pay